

**MINUTES  
PARK COMMITTEE  
Wednesday, September 30, 2015  
City Hall, Room 207  
5:30 P.M.**

MEMBERS PRESENT: Aldermen Jerry Wiezbiskie, Joseph Moore, Brian Danzinger, and David Nennig

Ald. Danzinger arrived at 5:33 p.m.

MEMBERS ABSENT: None

OTHERS PRESENT: Dawne Cramer, Dan Ditscheit, Jason Arnoldi, Marsha Scholes, Rick Jensen, Mayor Jim Schmitt, Andy Rosendahl, Ald. Steuer, and Ald. Zima (arrived at 6:20 p.m.)

**Approval of the minutes of the meeting of August 12, 2015**

A motion was made by Ald. Moore and seconded by Ald. Nennig to approve the minutes of the meeting of August 12, 2015. Motion carried.

**Adoption of the Agenda**

A motion was made by Ald. Moore and seconded by Ald. Nennig to adopt the agenda of the September 30, 2015, Park Committee meeting, moving Item #3 before Item #1. Motion carried.

Item #3 was discussed prior to Item #1.

**1. Discussion/Action on a request by Thrivent Financial to donate \$5,000 towards the purchase of playground woodchips and provide volunteers to spread them on October 17, 2015, at Navarino Park**

Thrivent contacted us about doing a community project. They would purchase \$5,000 worth of playground woodchips and provide volunteers to spread them at Navarino Park. This would cover about half of the cost of the woodchips needed. The Park Department will cover the other half. In 2013, the Park Department received \$20,000 of community development block grant funding to relocate the playground. Park staff has removed and restored the playground equipment and will install it to its new location prior to this event. Our \$20,000 went toward restoring the old site, repairing, repower-coating the equipment, replacing broken parts, adding a drain tile, purchasing \$5,000 of playground woodchips, and possibly replacing the teeter totter. On the day of the event, they will work with the neighborhood association and Thrivent to spread the woodchips. Thrivent will provide food and water to the participants.

Ald. Moore thanked Thrivent Financial for the generous donation. The remaining Committee members added their gratitude as well.

A motion was made by Ald. Nennig and seconded by Ald. Moore to approve the request by Thrivent Financial to donate \$5,000 towards the purchase of playground woodchips and to provide volunteers to spread them on October 17, 2015, at Navarino Park contingent upon the following:

- Hold harmless agreements being signed by all participants;
- \$5,000 of the cost of the woodchips will be the responsibility of Thrivent;
- All proper permits and insurances being obtained.

Motion carried.

## **2. Discussion/Action to approve additional funding for the replacement of the Baird Place Park walkway**

On August 12, 2015, the Park Committee approved hiring American Pavement Solutions Inc. to repave the asphalt walk at Baird Place for a cost not to exceed \$20,000. The scope of work was to remove two inches of asphalt, re-compact the existing gravel base, place two inches of asphalt, and add topsoil along the edge. The base bid was \$16,410 to remove the existing asphalt and place two inches of new asphalt. An additional \$3,590 was approved if minimal gravel base work was necessary.

On September 14, 2015, the contractor began work on removing the asphalt surface. Two problems surfaced. The thickness of the existing asphalt ranged from three to four inches, which was twice the amount of asphalt that was anticipated. This adds to the amount of time to remove the asphalt, the amount of disposal fees, and the amount of trucking. The contractor has requested an additional \$3,047.50 to remove this asphalt.

In addition, the existing gravel base is in very poor condition and will need to be over-excavated and replaced. When this project was quoted out, there were no indications from the surface that the base was faulty.

The Department of Public Works did inspect the base after the asphalt was removed and made a recommendation for the required gravel base reconstruction.

One-third of the trail will need to be excavated down one foot. Six inches of breaker run and six inches of new gravel will need to be placed. The remaining two-thirds of the trail will need to be excavated down two feet below the surface. The contractor will have to place fabric, gravel, eighteen inches of breaker run, and six inches of gravel. The contractor requested an additional \$28,821.98 to complete this work. If the base is still not stable when this work proceeds, we may have to add geogrid between the breaker run and the gravel. If needed, this geogrid will cost several thousand more.

Staff would recommend that the Park Committee authorize additional funding in the amount of \$35,000 to fund these requested change orders, plus a 10% contingency to cover the cost of geogrid if it becomes necessary. The funding will come out of the Park Bond Paving account.

Staff would also request that the Park Committee consider authorizing the contractor to proceed with this work as soon as possible instead of waiting for the additional funding to be approved at the City Council meeting on October 6, 2015. The walkway has been closed for 2½ weeks because the asphalt has been removed. This is probably the most used walk within the park system due to the proximity of the adjacent hospitals, and we have already received several complaints that the walk has been closed for this long. In addition, we would also like to take advantage of the nice weather we are having. Heavy rains will make the repair to the gravel base more difficult and time consuming. The extended forecast indicates several days of rain starting on October 7, 2015.

Ald. Wiezbiskie asked what authority the Park Committee had to allow work to begin prior to City Council approval. Staff replied that we are just requesting the Park Committee consider this option. The paving season ends in November, so moving forward on this project is a priority. If the Park Committee would like City Council approval prior to beginning work, the project might not be completed until spring. As before stated, the path is heavily used and the Park Department has received complaints about the length of time construction has taken. Staff stated that if the Park Committee was not comfortable with this request, it would be okay and we would work with that.

Ald. Wiezbiskie was concerned about repercussions from the City Council. Staff agreed that this was unorthodox.

Ald. Moore commented that this project was originally funded with Community Development Block Grant funds, and he asked if there were funds remaining from the Fireman's Park playground project to use. Staff clarified that community development funds were going to be used originally, but when the project was first presented to the Park Committee, the fund source was changed to the Park Bond Paving account and was approved by the Park Committee. The community development funds were reallocated for the Tank splash pad project.

Ald. Nennig asked if there was a surplus in the Park Bond Paving account due to other projects being completed under budget. Staff is going to reprioritize the list of projects in the paving account to accommodate this project.

Ald. Moore added it would be much less expensive to complete the project now than in the spring when the industry is in high demand. He would agree to move forward with this request now but it is up for discussion.

Ald. Steuer wanted clarification on the reprioritization of the paving projects and if another project would be pushed aside. Staff responded that at this point it is a safety concern not to finish this project because the pavement has already been dug up and is now a hole with gravel and dirt piled up in the park.

Ald. Danzinger commented that the City Council might not approve the funds to complete this project. The two outcomes would be to rebid the project or halt the work. This project is unique in that the pricing cannot be delayed as with the purchase of a piece of equipment, and that the project is already underway. Funds are not being reallocated from a different source; they would be pulled from the same account. It does not seem this action would be unethical or misleading. It is just a matter of completing the project. Ald. Danzinger would agree to move forward with this project. One suggestion would be to contact Council President De Wane to inform him of the action. Staff agreed.

Ald. Nennig agreed with moving forward as well because it would be difficult to rebid a contract when work has already ensued. If staff has reviewed the necessary work remaining to be completed and the proposed amount is reasonable to complete that work, he would be okay with that with the condition that the Law Department agrees that the Park Committee has the authority to do this.

Ald. Wiezbiskie felt that the safety aspect of the project status currently warrants a different decision-making process than is normally used.

Ald. Steuer agreed and said other committees have been able to make decisions from time to time as well due to extraordinary and time-sensitive circumstances.

Ald. Danzinger concurs with the suggestion to check with the Law Department to see if the work can move forward prior to City Council approval. If the Council decides to halt the project, we are in exactly the same place.

Ald. Nennig added that sometimes the Mayor and Council President are able to approve items without the full Council, but he is concerned about the Park Committee overstepping its boundaries.

Ald. Steuer commented that reaching out to Council President De Wane would in fact be reaching out to the entire Council as he would contact each member with the situation, and he is comfortable with that.

Ald. Danzinger believed contacting Council President De Wane is the appropriate step to take to ensure all members are aware of the circumstances. Staff agreed.

A motion was made by Ald. Danzinger and seconded by Ald. Nennig to approve \$35,000 of additional funding from the Park Bond Paving account for the replacement of the walk at Baird Place and to authorize staff to begin this work prior to City Council approval of the additional funding on October 6, 2015, contingent upon the approvals of the Law Department and Council President based on the urgency of the project and safety concerns. Motion carried.

**3. Discussion/Action to accept a \$120,000 donation from the Stadium District and to apply for a Wisconsin Coastal Management grant up to \$80,000 for a Phase I feasibility study and engineering design to restore a sand beach at Bay Beach Amusement Park not to exceed \$250,000**

The purpose of this request is to produce funding sources to complete a Phase I feasibility study and complete additional required engineering to restore a beach at Bay Beach Amusement Park. Depending on the level of funding secured, we would be studying things such as:

- Design of a beach, sand placement, and a possible filtration system;
- ADA-compliance/accessibility of boardwalks;
- Water quality;
- Army Corps of Engineers and DNR permitting;
- Beach amenities such as piers, lighting, benches, restrooms, bathhouse, and outdoor showers;
- Parking, stormwater management, walkways, and utilities;
- Ecological restoration;
- Maintenance requirements

What are the funding sources?

1. The City received a \$120,000 donation from the Stadium District excess sales tax fund.
2. The Parks Department would also like to apply for a Wisconsin Coastal Management grant to fund the engineering expenses. The application is due November 3, 2015. It would be a 60/40 match, and we would use the Stadium District funds as our match. We can request up to \$80,000 in grant funding. If approved, there would be \$200,000 available for engineering.

We do not know the exact costs to complete all of the engineering. If additional funds are needed, we would work to seek out other grants to fund the remaining costs which could add up to \$50,000. We would bring any new grant applications back to the Park Committee for approval.

Patrick Engineering is the City's current contracted engineering firm. Patrick Engineering is considering subcontracting Miller & Associates for the project due to their expertise and knowledge regarding beach restoration throughout the state. They currently are involved in 14 beach restorations. All engineering would be funded strictly through Stadium Board donations and grants only.

There will be no City, Bay Beach Amusement Park, or Friends of Bay Beach funding associated with this engineering project. Due to this year's delays and increased pricing costs, those funds are already committed to projects that need to be completed and have already been presented and approved by the Park Committee and City Council in

our phasing of the Bay Beach Master Plan. In order to move forward, our focus is to generate revenue. The Friends of Bay Beach have been working hard to secure funding for the three rides, getting the west-end train completed, and the completion of the Falling Star also on the horizon.

We always expected when a beach would be considered we would need a combination of donations and grants to accomplish the engineering and construction. This is a first effort to seek out additional funding sources to accomplish this goal. If approved, the engineering would be done in phases as funding becomes available. We can only do what we have funding to do.

The plan would be to sit down with the DNR, get a list of engineering requirements, and set up a priorities phasing plan to accomplish the process based on budget availability. There are many existing studies out there that we may be able to tap into or partner with as well.

We are asking for approval to do the following:

- Accept the Stadium District donation for \$120,000;
- Authorize permission to apply for a Wisconsin Coastal Management grant for \$80,000;
- If needed, authorize permission to proceed with seeking out other grant opportunities for additional funding and report it back to the Park Committee;
- Approve Patrick Engineering to begin an engineering and feasibility study in phases as funding becomes available not to exceed \$250,000.

Ald. Moore asked what the next step would be. Staff replied that they would have to meet with the DNR to see what engineering is needed. Secondly, the engineering phases could begin. The study would be brought back to the Park Committee around March 2016.

Ald. Moore added that we would then use that study and compare it to our master plan for Bay Beach. Staff agreed.

Ald. Nennig questioned if we have been continuing to monitor water quality levels. Staff responded that water quality monitoring will continue throughout this process. The most recent tests have shown the water quality to be favorable; however we still need to continue to monitor that and work with the engineers and water scientists throughout this process on whether or not it will be a sustainable swimmable beach and if we look at a filtration system what impact that may have on the water quality. If a beach was established, water testing would be conducted every day to ensure water quality for safe swimming conditions.

Mayor Schmitt spoke to the support given to us by the Stadium Board. He also reiterated that this project is very complex, that we would need to study the infrastructure, ensure the beach is sustainable, has the proper vegetation, and we also need the support of the DNR. The Stadium Board will cover our 60% portion of the project, and the grant would cover the remaining 40%. Patrick Engineering will partner with Miller & Associates to complete the study, which we are hoping will be 100% covered with the \$200,000 of Stadium Board and grant monies. However, if the study is more complex and requires additional funding sources, those will be examined when the time comes. Both engineering firms are aware of our Bay Beach Master Plan, and any plan going forward will incorporate our master plan goals. Efforts will not be duplicated. \$200,000 may seem like a large sum of money, but we will be getting direction from the DNR on how to move forward and a cost analysis for the entire project. This project is a priority because of what it offers to the quality of life for our citizens.

Ald. Wiezbiskie asked if Mayor Schmitt felt the \$250,000 was reasonable to complete this engineering study. Mayor Schmitt believes it is reasonable for our expectations of this study.

Ald. Wiezbiskie questioned what this beach development will do for the City's tax base. Mayor Schmitt responded that it will be positive for the City because residents have to travel to other communities right now to enjoy beaches. When the beach is installed, residents will be staying here to enjoy our beach. This project will also create a partnership between the City and the DNR.

Ald. Danzinger commented that this is just the first step, and the study will show us the scope and size of the actual project going forward.

Ald. Steuer is in agreement to move forward with the study.

Ald. Moore thanked the Stadium Board for the generous donation.

A motion was made by Ald. Moore and seconded by Ald. Nennig to accept the \$120,000 donation from the Stadium District, to authorize staff to apply for a Wisconsin Coastal Management grant for \$80,000, and to authorize Patrick Engineering to proceed with producing a feasibility and engineering study design as soon as funding becomes available to restore a sand beach and beach amenities at Bay Beach Amusement Park not to exceed \$250,000. Motion carried.

#### **4. Discussion/Action on the Parks, Recreation, & Forestry Department 2016 budget**

Staff summarized the proposed 2016 preliminary budget. Our budget shows a net increase of \$249,371 in expenses and a decrease of \$18,940 in revenue. \$190,241 of the expense amount comes directly from a 2% increase in salaries and benefits, \$12,390 from utilities cost increases, and \$27,070 in increased insurance costs. The remaining \$19,670 came in the areas of employee expense services, materials and

supplies, and equipment repairs. Staff compared the 2015 and 2016 line items in each category, noting where the budget increased or cuts were recommended.

Regarding seasonal salaries, we have not given step rate increases to this group of employees since 2008. The positions being referred to are cashiers; concessionaires; attendant positions at parks, pools, and Bay Beach Amusement Park; Wildlife Sanctuary summer seasonals; officials; sports supervisors; lifeguards; pool directors; parkees; swim instructors; program instructors, etc. There are seven pay grades, and wages range from \$7.55 to \$12.69, and officials at \$15.00-\$17.00 per game. Wages of City seasonal positions have fallen well behind local communities with similar positions. As a result, we are experiencing significant turnover and shortages in some areas. We need to remain competitive in this area to attract and retain qualified individuals. We have not been able to retain individuals who choose to job hop to other communities who pay more. This past summer we had a really hard time hiring and maintaining lifeguards to staff our pools. We lagged by \$0.50 to \$1.00 compared to our neighboring communities who also paid for their lifeguard certification fees as well. Other positions we struggled with were Bay Beach attendants, officials, and program instructors. We are recommending a \$0.75 pay raise per step. There are seven pay grades with multiple positions in each. We considered \$0.50 and felt that would not be enough to solve the problem. \$1.00 would be better, but we did not have the money to do that in one year. We will try to accomplish this in two phases. Keep in mind revenue collected for these programs will help offset these costs. We strive to recover 100% of direct cost in adult programs, 50% in youth programs, and we do offer free programming as well. To give perspective, the Park Department hires for 1,092 positions. That is more positions than the entire City of Green Bay workforce.

Along with that, our department supervisors also recruit, work with, and train volunteers for various park projects. Last year, our department worked with 1,267 volunteers.

The Park Department also secured \$1,566,015 for all Parks, Recreation, & Forestry and Wildlife Sanctuary grants and donations (over \$5,000 of which were received in 2014), along with 23 other projects that were under \$5,000 not included in this total.

Staff reviewed the proposed equipment replacement priorities list request in Parks & Forestry. Staff requested \$492,300, which is down \$1,750 from the 2015 total.

Staff reviewed the proposed fees and charges list. The only changes to the fees and charges being proposed are to raise admissions at the outdoor pools from \$2.50 to \$2.75 per child, from \$3.50 to \$3.75 per adult, and from \$2.50 to \$2.75 per senior, and a \$5.00 increase in the family pool pass.

Ald. Moore commented on the seasonal employee proposed wage increases. He suggested a \$0.50 increase this year, and if those employees return for a second year, they would receive another \$0.75 increase. Staff explained the pay scale with the different steps and how returning employees are already bumped up as they continue to work for us.



Ald. Nennig clarified that seasonal employees have not received step wage increases across the board since 2008. He felt the \$0.75 proposed is definitely justified. Ald. Nennig asked for a copy of the seasonal salary plan for budget preparations in the future.

Ald. Moore inquired about who owns Triangle Ski Hill. Staff replied that Brown County owns the land, and the City runs the park.

Ald. Moore questioned the amount of funds given to the City from Brown County to run it. Staff replied they give us \$18,000 each year, but that does not come close to covering costs. The City provides maintenance and hiring of employees, and we keep the revenues.

Ald. Moore asked if it was time for the City to renegotiate with the school district regarding their contribution to our park system. Staff answered that the City is in constant negotiation with the school district.

Ald. Moore wanted clarification on the accessibility of dirt and woodchips from our yard waste sites for project purposes. Staff explained that woodchips placed in playgrounds are specialized and that is a requirement by law; they are different than those woodchips available at the yard waste sites.

Ald. Moore continued and inquired about dirt to fill in holes from stump removals. Staff replied that the Park Department has no dirt available.

Ald. Wiezbiskie suggested contacting other entities that are currently building in the area to see if extra dirt is available. Staff said this was already being done.

Ald. Nennig wanted an update on the monies added to the budget last year to accommodate the treatment of trees for Emerald Ash Borers (EAB), as well as the staff to do so. Staff reported that this money was well spent. 7,500 trees have been treated for EAB so far this year. Stump removal on the east side is completed, and there are only 150 stumps left on the west side.

Ald. Nennig asked if tree treatment is in the budget for next year. Staff replied that the amount was included and did not increase.

Ald. Steuer inquired about why the Park Department could not use the dirt at the yard waste sites. Staff responded that this was compost and not black dirt; it also normally contains weeds, which the City would not want to plant in someone's yard.

Ald. Steuer also questioned how effective the summer seasonal employees have been in the progress of our staff in completing its goals, for instance like the seasonal maintenance employees helping our permanent Forestry staff. Staff answered that they are an integral part in reaching our goals; it would not be possible without them.

Ald. Wiezbiskie asked if the City could ask companies we work directly with to donate sidewalk materials. Staff replied we have done that in the past.

Ald. Wiezbiskie inquired on the intention to run Colburn Pool next year. Staff has proposed to leave money in the budget to operate Colburn Pool next year.

Ald. Danzinger commented on how it seems even after increasing the Forestry Division's budget to add staff members, the City is still lagging behind due to workload. Does staff feel it would be beneficial to add more permanent staff until we help catch up and then downsize through attrition? It is just a way of trying to catch up on the problem. Staff responded that we are currently making progress.

Ald. Steuer added storm damage can put the Forestry Division behind weeks at a time.

A motion was made by Ald. Moore and seconded by Ald. Nennig to receive and place on file the report of the proposed 2016 Parks, Recreation, & Forestry Department budget. Motion carried.

## **5. Director's Report**

The Walk for Wildlife event was a huge success. \$14,500 was raised for our wildlife rehab program, which is \$4,500 more than last year. We had 495 walkers and 77 volunteers participate in this event. A special thank you to all of our volunteers, as well as Matt Rupnik, Lori Bankson, and Jody Sperduto, for an awesome event!

Speaking of awesome events, Drumfest was held at Bay Beach Amusement Park. This event consisted of drum lines from area high schools, as well as individual talents on display of area drummers. There were several competitive areas at Bay Beach, which produced many spectators and a lot of applause. It was a great competition, the participants really enjoyed themselves, and we hope to make this an annual event.

This summer we treated 7,500 trees for Emerald Ash Borer prevention.

We had two successful playground builds – one at Fireman's sponsored by the Ladies of Lambeau, and the second at JFK by Humana and the Packers. We have received a lot of compliments from both neighborhoods on these projects. A big thank you to the Ladies of Lambeau, Humana, and the Packers!

On September 15, 2015, the Preble Optimist group sponsored a night out at Bay Beach Amusement Park for children with special needs. Over 100 children participated. The families were very appreciative to have this time and event available for these children to experience. A big thank you to the Preble Optimist group for sponsoring this!

A contractor has been hired, and work should begin in about a week on the Tank splash pad.

This past weekend the Bellin Half Marathon was held at Bay Beach Amusement Park. It was a great event! Sean Ryan and his team did an awesome job of running a well-organized event. Parking and backed up traffic was a concern, as well as lack of overall

space. I think we all agree that if the event is to continue, it will need to be held after the park is closed in October to accommodate everyone's needs.

A motion was made by Ald. Danzinger and seconded by Ald. Moore to receive and place on file the Director's Report. Motion carried.

A motion was made by Ald. Moore and seconded by Ald. Danzinger to adjourn the meeting. Motion carried.

Meeting adjourned at 6:37 p.m.